

# **BY-LAWS OF THE ARANSAS COUNTY HISTORICAL COMMISSION**

Adopted, April 30, 2015

## **ARTICLE I. NAME AND OFFICE**

Section One. The name of the organization shall be the Aransas County Historical Commission and shall be located in Aransas County, Texas.

Section Two. In accordance with Chapter 318 Texas Local Government Code, the Commission is an arm of the county government and is under the auspices of the Aransas County Commissioners Court.

## **ARTICLE II. PURPOSE**

Section One. The purpose of the Commission is to serve as the governing and coordinating body for preservation of Aransas County's historic cultural resources consistent with the statewide preservation plan of the Texas Historical Commission, including the protection, recording, interpretation and acquisition of prehistoric and historic structures and sites. The Aransas County Historical Commission will also promote to the public an appreciation of local and state history.

## **ARTICLE III. MEMBERSHIP**

Section One. Number: The commission shall consist of a minimum of seven (7) members, with a target of thirteen (13) members. The upward limit of membership will be left to the discretion of the commission as needed to carry out the commission's goals and with the approval of commissioners' court.

Section Two. Appointment: Members of the commission shall be appointed during the month of January of odd-numbered years and are appointed for a term of two years. Recommendations will be offered to the commissioners' court by the commission.

Section Three. Terms: Terms shall be limited to two consecutive terms. An individual may be reappointed after sitting out one year.

Section Four. Termination: The commission, by an affirmative vote of two-thirds (2/3rds) of all members, may terminate a membership for cause after an appropriate hearing and recommendation to the commissioners court and its approval.

Section Five. Resignation: Any member may resign by filing a written resignation with the secretary and a new member may be appointed by commissioners' court to complete the unexpired term. If a commissioner misses two consecutive meetings without an excused absence, it will constitute an automatic resignation.

## **ARTICLE IV. MEETINGS**

Section One. Regular Meetings: The commission shall meet at least four times per year, as determined by the membership to conduct commission business.

Section Two. Special Meetings: Special meetings may be called by the chairman as needed.

Section Three. Location of Meetings: Meetings will be held at a pre-designated place in Rockport, Texas (county seat of Aransas County). Special meetings may be held in other designated places in the county as called by the chairman.

Section Four. Notice of Meetings: The commission is subject to the Texas Open Meetings Act. In accordance with Chapter 551, Texas Government Code, as amended, county historical meetings must be open to the public. **\*\***(Applicable sections of the statute are filed with the commission secretary.)

Section Five. Quorum: Forty (40) percent (%) of the commission membership shall constitute a quorum.

Section Six. Voting Rights: Providing a quorum is present, each member shall be entitled to one vote on each matter submitted to a vote of the members. The chairman shall cast a vote only in the case of a tie.

## **ARTICLE V. OFFICERS AND THEIR DUTIES**

Section One. Officers: The officers of the Aransas County Historical Commission shall be: Chairman, Vice-Chairman, Secretary and Treasurer.

Section Two. Election and Terms of Office: The officers of the commission shall be elected annually by the commission during the first meeting of the year.

Section Three. Removal: An officer of the commission may be removed from office by an affirmative two-thirds (2/3rds) vote of the total commission membership for cause after an appropriate hearing.

Section Four. Resignation: Any commission officer wishing to resign from his office during an unexpired term must do so publicly or in writing to the commission.

Section Five. Vacancies: A vacancy in any office may be filled by a simple majority vote of the commission for the unexpired portion of the term.

Section Six. Chairman: The chairman is the principal executive officer of the commission and shall supervise and control all of the business and affairs of the commission. The duties of the chairman are:

- (a) To preside at all meetings.
- (b) To appoint committees and committee chairmen.
- (c) To perform such other duties as pertaining to the office.
- (d) To cast a vote on commission affairs only in the case of a tie.
- (e) To carry out and enforce all rules and regulations according to the By-Laws of the commission.
- (f) To report the activities of the commission to the commissioners' court as required.

Section Seven. Vice Chairman: The duties of the Vice-chairman are:

- (a) To assume the duties delegated to the chairman in case of his or her absence or inability to act.

- (b) To perform such other duties as assigned by the chairman.

Section Eight. Secretary: The duties of the secretary are:

- (a) To keep the minutes of the meetings of the commission.
- (b) To act as custodian of all records not specifically assigned to committees.
- (c) To see that all notices of meetings are in accordance with these By-Laws.
- (d) To notify members of meetings and special activities of the commission.
- (e) To keep the By-Laws of the commission up to date by immediately recording adopted rules and amendments with a reference to the date such action was taken.
- (f) To conduct all correspondence of the commission except as otherwise provided.

Section Nine. Treasurer: The duties of the treasurer are:

- (a) To deposit funds received by the commission with the County Treasurer.
- (b) To manage all monies deposited in special County Historical Commission accounts.
- (c) To give financial reports on receipts, disbursements and cash on hand at each regular meeting.
- (d) To report periodically with the Chairman to the Aransas County Commissioners Court on how the commission is spending its appropriated funds.

## **ARTICLE VI. COMMITTEES AND THEIR DUTIES**

Section One. Appointments: The chairman of the commission shall appoint the chairman and members of any standing committees of the Aransas County Historical Commission. The following may be standing committees:

- (a) Executive Committee
- (b) Preservation and Public Policy Committee
- (c) Historical Markers and Endangered Properties Committee
- (d) Finance and Budget Committee
- (e) Public Relations Committee
- (f) Collections Committee

The chairman of the commission may also appoint special committees as needed to carry out the work of the commission.

Section Two. Term of Office: The Standing Committees shall serve for one year and the members may be reappointed by the Chairman for subsequent terms. Special Committees will be terminated when the work of the committee is completed.

Section Three. Duties: The duties of the standing committees are:

- (a) Executive Committee: The executive committee oversees the operations of the commission and consists of the four (4) officers. The executive committee will lead the commission in developing an Annual Program of Work each year. The executive committee may make decisions for the Commission to be ratified at the next scheduled meeting.
- (b) Preservation and Public Policy Committee: The Preservation and Public Policy Committee is responsible for establishing an active historic preservation program in the county in accordance with the statewide preservation plan of the THC.
- (c) Historical Markers and Endangered Properties Committee: The Historical Markers and Endangered Properties Committee is responsible for all matters related to Official Texas Historical Markers. The responsibility includes surveying subjects and sites for possible historical marking, updating a landmarks list for the county,

securing locations for and obtaining permission to erect markers. This committee is also responsible for other possible state and national listing programs.

- (d) Finance and Budget Committee. The Finance and Budget Committee should be concerned with all matters relating to the commission's fiscal responsibilities. This will include management of the commission's budget and funds in accordance with county government procedures. This committee will determine what the total amount of commission expenditures will be for the year and prepare a budget. It can raise private funds to supplement county appropriations. It will use the commission's budget to guide expenditures made in carrying through the year's program of work. It will also make all necessary reports to county officials.
- (e) The Public Relations Committee: The Public Relations Committee is responsible for disseminating the appropriate information about the commission business and Texas and local/regional history matters.
- (f) The Collections Committee: The Collections Committee will work with the appropriate organizations to manage objects donated to the commission. It will define a Collections Policy to be approved by the commission, the county judge and the commissioners' court.

## **ARTICLE VII. METHOD OF REPORTING**

Section One. A report of the Aransas County Historical Commission activities and financial status will be submitted to the Aransas County Commissioners Court and the Texas Historical Commission annually.

## **ARTICLE VIII. PARLIAMENTARY PROCEDURES**

Section One. The rules contained in the Roberts Rules of Order, Revised, shall govern Aransas County Historical Commission in all cases to which they are applicable. In the event of a conflict these By-Laws shall govern.

## **ARTICLE IX. METHOD OF AMENDING BY-LAWS**

Section One. The By-Laws may be amended at any regular meeting of the commission by a two-thirds (2/3rds) majority vote of those present, providing the said proposed amendment has been submitted and recorded by the secretary at the previous meeting.

These By-Laws include amendments passed May 1, 1985; March 5, 1986; May 5, 1987; August 13, 2008; November 19, 2008; and April 30, 2015.